



## OFFICE OF HOMELAND SECURITY

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### GRANT MANAGEMENT MEMORANDUM

**2006-004**

Date: June 26, 2006

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management Section

RE: 1.) FY 06 Biannual Strategy Implementation Report \ Fiscal Management Workshops  
2.) FY 06 Grant Management Workshops  
3.) Naming Protocols for Grant Reporting Tool

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#### **1.) FY 06 Biannual Strategy Implementation Report \ Fiscal Management Workshops**

The Governor's Office of Homeland Security (OHS) will be conducting workshops in support of the upcoming Biannual Strategy Implementation Report (BSIR) due in July. Also provided will be a presentation on the fiscal management of your homeland security grant. Topics will include navigating the Grant Reporting Tool (GRT), inputting reporting data, obtaining reimbursement for your Homeland Security Grant Program (HSGP), Buffer Zone Protection Program (BZPP), Metropolitan Medical Response System (MMRS), and Transit Security Grant Program (TSGP) grants. A list of dates, locations and contact information is attached.

#### **2.) FY 06 Grants Management Workshops**

The Governor's Office of Homeland Security (OHS) will be conducting workshops on managing your Homeland Security Grant Program (HSGP), Buffer Zone Protection Program (BZPP), Metropolitan Medical Response System (MMRS), and Transit Security Grant Program (TSGP) grants. A list of dates, locations and contact information is attached. **An emphasis will be on preparation for the monitoring of your grant.**

### **3.) Grant Reporting Tool (GRT ) Subgrantee Naming Protocols**

In order to more efficiently manage the over 200 subgrantees reporting via the Grant Reporting Tool (GRT) the grants management section is implementing a program of “naming protocols”. There is currently no uniform method for subgrantees to identify themselves in the GRT. Program representatives from the grants management section will be making the changes, or you may make them yourself following the examples below. More information on naming protocols will be discussed at the BSIR training in July.

#### **Operational Areas**

OA - Alameda County

#### **Urban Area**

UA - Anaheim

UA - Los Angeles

UA- Santa Ana

#### **State Agencies**

SA – CA Health Services

SA – CA Highway Patrol

SA – CA University of California, Office of the President

#### **Transit Agencies**

TA – Orange County Transit

#### **Port Authorities**

PA – Oakland

**For more information you may contact your OHS regional program representative. Contact information is available on our website at [WWW.HOMELAND.CA.GOV](http://WWW.HOMELAND.CA.GOV) .**

# **LOCATIONS**

## **2006 BSIR/FISCAL MANAGEMENT TRAINING**

ALL TRAINING 9:00 A.M. – 4:00 P.M.

**9:00 a.m. – 12:00 p.m. BSIR Training**

**1:00 p.m. – 4:00 p.m. Fiscal Management Workshop**

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**Thursday, July 6, 2006**

**Dublin**

Alameda County OES  
4985 Broder Blvd.  
Dublin, CA 94658  
Contact: OES Staff  
925-803-7800

**Thursday, July 13, 2006**

**Glendale**

Glendale Fire Department  
421 Oak Street  
Glendale, CA 91204  
Contact: Jim Frawley  
818-548-4184

**Friday, July 7, 2006**

**Sacramento**

California Highway Patrol Academy  
3500 Reed Avenue  
West Sacramento, CA 95608  
Contact: Cheryl Kaiser  
916-376-3211

**Tuesday, July 18, 2006**

**Hanford**

Kings County Government Center  
280 N. Campus Drive  
Hanford, CA 93230  
Contact: Jim Kilner  
559-582-3211 x2880

**Wednesday, July 12, 2006**

**Riverside**

Riverside County Fire OES  
4080 Lemon Street  
Basement Room 13  
Assessment Center  
Riverside, CA 92501  
Contact: Lin Bonesteel  
951-955-9439

**Thursday, July 20, 2006**

**Redding**

Shasta County OES  
2425 Breslauer Way  
Redding, CA 96001  
Contact: Jerry Shearman  
530-245-6059

**Please do not RSVP to the Host Location. ALL reservations should be made through your OHS regional representative.**

# **LOCATIONS**

## **2006 GRANT MANAGEMENT/MONITORING TRAINING**

**ALL TRAINING 9:00 A.M. – 4:00 P.M.**  
**9:00 a.m. – 12:00 p.m. Grant Management Training**  
**1:00 p.m. – 4:00 p.m. Monitoring Workshop**

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**Tuesday, August 8, 2006**

**Sacramento**

USC State Capital Center  
1800 I Street  
Sacramento, CA 95814  
Contact: Reception Desk  
916-442-6911 x28

**Thursday, August 17, 2006**

**Santa Ana**

Santa Ana Police Department  
60 Civic Center Plaza  
Santa Ana, CA 92702  
Contact: Brian Sheldon  
714-245-8746

**Wednesday, August 9, 2006**

**Sacramento**

USC State Capital Center  
1800 I Street  
Sacramento, CA 95814  
Contact: Reception Desk  
916-442-6911 x28

**Tuesday, August 22, 2006**

**Dublin**

Alameda County OES  
4985 Broder Blvd.  
Dublin, CA 94568  
Contact: OES Staff  
925-803-7800

**Thursday, August 10, 2006**

**Redding**

Shasta County OES  
2425 Breslauer Way  
Redding, CA 96001  
Contact: Jerry Shearman  
530-245-6059

**Thursday, August 24, 2006**

**Clovis**

Clovis Fire/Police Headquarters  
1233 Fifth Street  
Clovis, CA 93612  
Contact: Chad Fitzgerald  
559-324-2218

**Tuesday, August 15, 2006**

**San Diego**

Don L. Nay Port Admin. Building  
Training Room  
3165 Pacific Highway  
San Diego, CA 92101-1128  
Contact: Maryanne Kind  
619-686-6200

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